



**YOUTH COMMUNITY CORRECTIONS BUREAU  
GREAT FALLS YOUTH TRANSITION CENTERS  
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 120-6	Subject: <b>NOTIFICATION OF ILLNESS, DEATH, OR CHILD ABUSE</b>	
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Applicable ACA Standards: 3-JCRF-4C-27	Revision Date:	
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10	
Signature: /s/ <i>Steve Gibson</i>		

**I. CENTERS DIRECTIVE:**

Provisions shall be made for the prompt notification of a resident's parents/guardians and responsible parent agency personnel in case of serious illness, surgery, injury, or death. This procedure will be reviewed annually.

**II. DEFINITIONS:**

**Coroner** - A public officer whose chief duty is to determine, by inquest, the causes of death not obviously due to natural causes.

**III. PROCEDURE:**

**A. Communication**

In the even of a resident's death, the following chain of communication shall be initiated:

1. The facility director shall be notified immediately
2. The facility director shall promptly notify the coroner by telephone
3. The facility director or his or her designee shall consult the deceased person's file to notify his or her parents/guardians in person, or if not possible, have the parole officer covering the region where the parents live inform them in person.
4. Following proper examination by a physician and consent of the coroner, the body shall be released to a funeral home, as directed by the parent/guardian. The funeral home representative shall document receipt of the body.
5. If the death is by suicide, homicide, accident, or other suspicious circumstances, the body may not be removed without the permission of the coroner. In such cases, a postmortem examination shall be requested and an autopsy report forwarded to the facility director.

**B. Documentation of Incident**

Records and reports required for all deaths occurring within the facility or on facility property shall meet the following requirements:

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1. All staff who possess information about circumstances surrounding the death shall complete a report of incident form (refer to [YCC 90-1, Transportation of Youth](#)). Relevant individuals could include any staff member who was on the scene at the time of an incident leading to or possibly related to the death; any staff member discovering the body; any staff member who attempted lifesaving emergency treatment; or any medical personnel on the scene at the time other staff were undertaking such lifesaving measures.
2. All incident reports shall be dated and signed by the documenter and completed as soon as possible following the incident or discovery of the body. Report shall include staff member's role, names of other persons on the scene, observations, and the timing of events according to [YCC 90-1, Transportation of Youth](#).
3. Where emergency lifesaving measures are attempted by medical personnel, a staff member on the scene shall take notes on the procedures used.

#### **C. Notification of Next of Kin**

Notification of next of kin shall be accomplished as soon as possible after the physician determines the patient is either deceased or is in imminent danger of death due to serious illness or injury. Notifying the next of kin shall be conducted in the following manner:

1. Person(s) previously designated by the resident shall be informed.
2. Notification shall be by the facility director or designee.
3. The notifier should not include conclusions or opinions based on anything other than proven facts provided by the attending physician and/or investigating officials.
4. Within 24 hours, the notifier shall request permission for autopsy and instructions for the disposition of the body.
5. The facility director or designee in the director's absence shall forward a letter to the next of kin within one day of the resident's death or his or her placement on the critically ill lists. This letter shall inform the relative(s) of the nature of the crisis and express appropriate concern for the situation. This letter should discuss disposition of personal assets and/or property, if appropriate, as well as facility policy about medical bills and/or funeral expenses.

#### **D. Child Abuse Notification**

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If there is reasonable cause to suspect child abuse or neglect from facility staff, the parents/guardian, or any other custodian, immediately inform the facility director or designee and the Child Abuse Hotline, who will take appropriate action, which will include the following:

1. Adhering to local and state laws regarding the reporting and actions that shall be taken. (refer to [YCC 1.3.52, Offender Abuse/Mistreatment](#))
2. Having the resident examined by a physician, who will initiate appropriate care
3. Notification of parents/guardian, primary parole officer, Department of Public Health and Human Services Child Abuse Hotline, Department of Public Health and Human Services Licensing Specialist, and Youth Community Corrections Bureau Chief.

#### **IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

#### **V. REFERENCE:**

<a href="#">MCA 41-3-201</a>	<a href="#">Child Abuse and Neglect Reports</a>
<a href="#">YCC 1.3.52</a>	<a href="#">Offender Abuse/Mistreatment</a>
<a href="#">YCC 90-1</a>	<a href="#">Transportation of Youth</a>

#### **VI. ATTACHMENTS:**

YTC 120-6 (A) Child Abuse Reporting Requirement